



USAFMCOM OPERATIONAL SUPPORT TEAM



INTERNAL CONTROL OFFICE SETUP



United States Army Financial Management Command
Operational Support Team

01 DecEMBER 2012



Action, Condition, Standards



TASK ACTION: Conduct Internal Control Operations.

TASK CONDITION: Given a requirement to conduct IC operations in a contingency environment, IAW AR 11-2.

TASK STANDARDS: Students should have basic knowledge of IC procedures and conduct IC inspection without error:



AGENDA



- Office Setup
- Appointment Orders
- Policies, SOPs, Regulations
- System Access
- IC Plan
- Reporting Procedures



IC APPOINTMENT ORDERS

DFAS-PMTMBO/IN

Date XX, XXXXX 2011

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Appointment Orders for

REFERENCE:

Army Regulation 11-37, paragraph, 1-5g (2)

- a. DFAS 37-1 (Finance & Accounting Policy Implementation)
- b. MPO-I Guidance Letter

In accordance with reference Army Regulation 11-37, paragraph, 1-5g (2), you are hereby appointed as the IC personnel for the Defense Military Pay Office (DMPO) at . Unless sooner terminated in writing by the DMPO Director/Finance Officer, this appointment shall remain in effect for the life of the appointment described in regulatory guidance above. You are directly responsible for conducting staff review of the DMPO operation per the Director/Finance Officer to help in identifying and correcting operational deficiencies.

As Internal Control Personnel, you are the technical representative of the DMPO Director/Finance Officer and staff. You are to perform your duties in accordance with (IAW) AR 11-37, paragraph, 1-5h (1-7). Your duties include the following: review of each DMPO section to ensure internal controls are in place, functional and that daily operations are performed IAW regulations, guidance and the Standing Operating Procedures (SOP); providing technical direction; review and update the annual assurance statement; review and maintain the 150% increase and decrease reports; review high visibility sensitive accounts; manage the case management system; prepare the balanced scorecard; ensure each DMPO section has an up to date locally adapted SOP; any other functions as assigned by the Director/Finance Officer.

INTERNAL REVIEW TECHNICIAN

DMPO DIRECTOR/FINANCE OFFICER

(Date)

(Date)

The Internal Control Technician shall retain one copy of this letter and attach it to the desktop Standard Operating Procedures (SOP).

Figure 2
Appointment Order



CASH VERIFICATION ORDERS



DEPARTMENT OF THE ARMY
1st SUSTAINMENT COMMAND (THEATER)
13th FINANCIAL MANAGEMENT SUPPORT CENTER
CAMP ARIFJAN, KUWAIT
APO AE 09366

REPLY TO
ATTENTION OF

ACEN-TSC-FMSC

4 SEP 2012

MEMORANDUM FOR 13th Financial Management Support Center (FMSC) Fort Hood, TX 76544

SUBJECT: Quarterly Cash Count Team Appointment Letter

1. Effective 4 SEP 2012, the following personnel are appointed as the Quarterly Cash Count Team members:

2. Authority: VOCO

3. Reference: DoDFMR 7000.14-R, Volume 5

4. Period: Indefinite

5. Purpose: The cash count will be performed quarterly on an unannounced basis by 13th FMSC.

6. Special Instructions: The cash count team members will follow DoDFMR 7000.14-R, Volume 5 and prepare a written report for the DMPO Director, the Disbursing Officer and a copy for Defense Finance and Accounting Services (DFAS).

7. Point of contact for this memorandum is at 254-287-1776.

Director



INTERNAL CONTROL PROGRAM



The Internal Review Team will need to obtain all Theater SOPs/Policies as well as the Sectional SOPs from each area of operation.

- Disbursing
- Pay Support
- Fund the Force
- Resource Management
- Automation



INTERNAL CONTROL SOP

1. References.

- a. AR 11-2, Management Control, dated 4 January 2010
- b. AR 11-7, Army Internal Review Program, dated 22 June 2011
- c. DoDFMR Volume 4, Accounting Policy and Procedures
- d. DoDFMR Volume 5, Disbursing and Policy Procedures
- e. DoDFMR, Volume 7A, Military Pay Policy and Procedures Active Duty and Reserve Pay
- f. DFAS Guidance Letter for Internal Control, dated 1 October 2011)

2. Purpose.

This SOP prescribes policies, responsibilities, procedures and reporting requirements of the Internal Control (IC) Section. The IC Section operates under the direct control of the Financial Management Support Center (FMSC) Director to ensure a high state of technical proficiency is maintained in all operational elements of the FMSC and theater Financial Management Support Units (FMSU) and Detachments. The IC Section evaluates the effectiveness of existing procedures and internal controls, and ensures compliance with applicable regulations, directives and management controls. The Internal Control Program is designed to improve financial operations and detect, deter, and prevent fraud and waste. It focuses on those internal controls that serve to strengthen financial management practices and establish effective cash management programs. This SOP provides a system of reviews designed to improve finance operating procedures by ensuring command involvement in these and other related areas.

3. Scope.

The provisions of this SOP apply to the Internal Control Section of the 13th Financial Management Support Center (FMSC), and all financial management units under the technical guidance of the 13th FMSC.

ACEN-TSC-FMSC

SUBJECT: 13th FMSC Internal Control Standard Operating Procedures (SOP)

4. Operational Review Checklist.

This SOP contains internal control operational checklists for the IC Program. The Operational Review Checklists are located in Appendix A of this SOP.

5. Responsibilities.

- a. Financial Management Support Center Director:



INTERNAL CONTROL PROGRAM



References:

- AR 11-2, Management Control, dated 4 January 2010
- AR 11-7, Army Internal Review Program, dated 22 June 2011
- DODFMR Volume 4, Accounting Policy and Procedures
- DODFMR Volume 5, Disbursing Policy and Procedures
- DODFMR Volume 7A, Military Pay Policy and Procedures Active Duty and Reserve Pay



INTERNAL CONTROL PROGRAM

Internal Review Team will need to request access to the following systems:

IAP- Multi-Host Internet Access Portal
JMS- Defense Joint Military Pay System
CMS- Case Management System
DMO- Defense Milpay Office
TCnet -Over the Counter Paper Check Conversion

Internal Review Team will need to be familiar with using the following systems:

JMS
CMS
DDS
DMO
FEBS
APS





INTERNAL CONTROL PROGRAM PLAN



3. Review Units The following units have been identified for review in the FY 13 FMSC technical AOR:

Afghanistan

125 th / 82 nd FMSU	November 2012	TOA Assisted Visit
33 rd / 230 th FMSU	November 2012	TOA Assisted Visit
82 nd FMSU	January 2013	Courtesy Review
230 th FMSU	January 2013	Courtesy Review
82 nd FMSU	April 2013	Operational Review
230 th FMSU	April 2013	Operational Review

Kuwait

50 th / 28 th FMSU	October 2012	TOA Assisted Visit
28 th FMSU	December 2013	Courtesy Review
28 th FMSU	March 2013	Operational Review

Sinai

MFO-North Camp	TBD	Site Assistance Visit
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4. Process.

a. Courtesy Review – All reviews will have an in-brief to the FMSU commanders, a definite review period, and out-brief to the commander. Courtesy Reviews will result in a report presented from the Chief, Internal Control Branch to the FMSU commander. Courtesy Review results are provided only to the FMSU commander, no later than 14 days after completion of site review.

b. Operational Review – Operational Reviews are formal reviews conducted to provide a current financial management status of a unit. A written report will be provided to the FMSU commander and Sustainment Brigade (SB) commander approximately 14 calendar days from the conclusion of the review.

c. Requests for Special Reviews – IC will conduct special reviews at the direction of the FMSC Director. Requests for special reviews by FMSU commanders must be approved by the



INTERNAL CONTROL REPORTING PROCEDURES



All reviews must include an **in-brief** and **out-brief presentation** to Finance Commander, Section Chief or other personnel within the section (if applicable). A written report will be provided to the FMSU commander and Sustainment Brigade commander approximately 14 calendar days from the conclusion of the reviews.

Checklists- will be provided to all FM units approximately 30 days prior to review. All questions within the checklist will provide a YES, NO, N/I (needs improvement) or N/A (not applicable) for the reviewer to answer. If the question results in No or N/I, an explanation will be provided that indicates the type of observation. Personnel will be identified for superior performance in the report.

Discrepancies- Any major observations will be presented to the Director, SPO, FMSU commanders involved. Observations corrected on the spot will neither be presented to the FMSC Director nor placed in the formal written report.

Rebuttal- FMSU commanders have 14 days from receipt of the formal IC report to rebut observations. Any observations not rebutted must have a corrective action plan. The FMSC is looking for long term rather than



INTERNAL CONTROL REPORTING PROCEDURES



DFAS-PMTMBO:IN

Date XX, XXXX

MEMORANDUM FOR DMPO Director, DEFENSE MILITARY PAY OFFICE
(DMPO),

SUBJECT: Results of Review for Reserve Pay Section Review

1. The Reserve Pay Section was reviewed from 6-17 August 2010. The Reserve Pay Section received an overall rating of "GREEN – PASS/MET". A copy of the checklist is attached.

2. The following deficiencies and/or weaknesses were identified:

Reserve Pay, question 1 – All regulatory guidance was not available within the section for all technicians use.

Reserve Pay, question 2 – The SOP needs to be update to cover all questions and processes contained within the checklist at a minimum. All additional procedures within the section should also be covered.

Other weaknesses identified – not date stamping all documents received; there is no proof the Leave Master Record (LMR) is being checked; there is no tracking of the technician's cycles; not returning incomplete certificate of performance packets to the unit.

3. Recommendations:

Question 1 – I will provide the section with a Reserve Pay folder file to be added to each technician's desktop that contains all required references.

Question 2 – Attached is the current SOP with annotations for procedures that need to be added. I will also forward a "draft" SOP to aid in the updating process.

Other – Every technician has been issued a date stamp and this procedure has been reemphasized during training and meetings, I will periodically check when reviewing the substantiating document files; attaching the LMR printout from DJMS-RC to the DD-214 for all S02 transactions; use a cycle control log (same as AC) to document the separation of duties process (coder, auditor, up loader); return all certificate packets that are incomplete; adding the procedures put in place to the SOP.

Additionally, a Microsoft Access file has been requested from DMPO to streamline the tracking process of all certificates on file.

4. No follow-up review is necessary, only the updating of the SOP needs to be followed up on and I recommend a suspense date of (DATE) for that action.



INTERNAL CONTROL REPORTING PROCEDURES



DFAS-PMTMBO/IN

Date XX, XXXX

MEMORANDUM FOR DMPD Director, DEFENSE MILITARY PAY OFFICE
(DMPD),

SUBJECT: Follow-up Review of Review Section

1. The Review Section was re-inspected on (DATE) . The Review Section is still being rated with an overall rating of "AMBER – NEEDS IMPROVEMENT" due to the section SOP, a critical element, still not being updated/completed by section personnel.
2. Recommendation: I will assist the Review Section in completing a functional SOP.
3. POC is the undersigned, (PHONE NUMBER).

NAME
Internal Control Personnel

**Figure 7
Follow Up Memorandum**



INTERNAL CONTROL REPORTING PROCEDURES



DFAS-PMTMBOIN

DATE XX, XXXX

MEMORANDUM FOR DMPO Director, DEFENSE MILITARY PAY OFFICE
(DMPO),

SUBJECT: Results of Special Review - BAH

- 1.
- 2.
3. Recommendations:
4. No follow-up review is necessary, only the updating of the SOP needs to be followed up on and I recommend a suspense date of (DATE) for that action.
5. POC is the undersigned.

NAME
Internal Control Personnel

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**Figure 8
Results of Special Review**



INTERNAL CONTROL PROGRAM

